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SECURITY OFFICE  
ADMINISTRATION & TRAINING STAFF  
REPORT FOR APRIL 1954

ADMINISTRATION & SUPPORT

As of 30 April 1954, Administration and Training Staff records revealed obligations of [ ] against allocations of [ ] leaving an unobligated balance of [ ] to cover estimated requirements for May and June of [ ]. This would result in an allocated surplus of [ ].

25X1A1A  
25X1A1A  
25X1A1A

However, due to restrictions imposed by Agency Notice [ ] dated 5 May 1954, the Bureau of the Budget Bulletin #54-10, we are in receipt of advice from the Budget Division that our Fourth Quarter obligations may not exceed our Third Quarter obligations as recorded in their records in the amount of [ ]. An analysis of Security Office fixed obligations together with best estimates of operating expenses indicate the Security Office will require approximately [ ] for the Fourth Quarter or [ ] in excess of the limitation imposed. In support of this estimate our records indicate that our April obligations amounted to [ ] and requirements for May and June will be approximately [ ], respectively. The estimated increase of May and June requirements over April obligations includes an approximate \$10,000 increase in guard reimbursement rates which GSA imposed as of 1 April 1954.

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25X1A1A  
25X1A1A  
25X1A1A

Agency Notice [ ] makes provision for exceptions to the above limitation if approved by the DCI. In this connection it is believed that the following points are pertinent:

a. Budget Division records of Third Quarter obligations are [ ] less than the A&TS records of [ ]. This discrepancy results mainly from time lag in posting the Finance Division books.

25X1A1A  
25X9A2

b. A&TS records reveal approximately [ ] will be required to meet the fixed and semi-fixed obligations or \$16,629 more than the \$ [ ] approved by the Budget Division for over-all obligations.

25X1A1A

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*Production  
Records 1954*

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25X1



PERSONNEL

The Security Office total on duty strength continued to drop and at the end of April was [ ] or 15 less than the on duty strength at the beginning of the year. This drop has been in spite of repeated efforts to have the Personnel Division furnish us with clerical replacements.

25X9A2

During the period 1 January to 30 April 1954, there have been 25 EOD's and 40 separations; a net loss of 15 employees. Ten of the 25 persons who entered on duty were brought into the picture by the Security Office, leaving only 15 persons who were referred by the Personnel Division during the four month period, whereas we have requested 10 referrals per month.

25X9A2

It has been determined that in order to keep abreast of Agency requirements, it is necessary that we maintain a total strength of [ ] clerical and [ ] professional-- at all times. Our present on duty strength is [ ] with 34 applicants in process, 22 clerical and 12 professional. If past experience holds true we can expect to bring 12 of these clerical applicants on board by 1 July, and during this same period experience has shown that we can expect 14 clerical separations, leaving a net loss of 2 by 1 July 1954. Accordingly, Personnel has been asked for 20 additional clerical applicants immediately and another 10 referred to us each month.

25X9A2  
25X9A2

During April only two persons, both clerical employees, entered on duty with the Security Office.

1. [ ], GS-4, Clerk Steno, S&D [ ]
2. [ ], GS-4, Clerk Steno, SD/Pers. Sec. Br.

25X1

25X1A9A

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25X1A9A

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# TRAINING

Following is a monthly report of training of Security Office personnel during April 1954:

BIC(SUP) - 1 March-9 April . . . . .	1
19 April - 7 May . . . . .	1
BTP (Phase II) 22 Mar. - 23 Apr. . . . .	3
BTP ( Phase III) 26 Apr. - 28 May. . . . .	1
Clerical Reorientation 8 April . . . . .	2
22 April . . . . .	2
Communist Party Operations 22 Mar. - 9 Apr. . . . .	1
Human Resources Program 31 Mar - 2 Apr., 5 - 7, 14 - 21 Apr. . . . .	12
Instructor Training Course 24 Apr. - 28 May . . . . .	2
Management Course 29 Mar. - 9 Apr. . . . .	2
26 Apr. - 7 May . . . . .	1
Reading Improvement Course 8 Mar. - 23 Apr. . . . .	1
SO Technical Training Course 26 Apr. - 14 May . . . .	15
Communications Security Officer Briefing (2 days) . . . .	2 /
Training for Security Div. Personnel	
Began Jan. '54 for 9 months ( 3 hrs per week) . . . .	23
Language Training	
External	
Georgetown University Institute of Languages and Linguistics - Russian . . . . .	1
Internal	
Language Laboratory Facilities	
Bulgarian . . . . .	1
French . . . . .	1
German . . . . .	2
Kanji . . . . .	7

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**Phonograph Records**

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German . . . . .		3
Spanish . . . . .		5
French . . . . .		3
Russian . . . . .		1
Italian . . . . .		1

25X1

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German . . . . .		1
French . . . . .		2
Spanish . . . . .		1
Japanese . . . . .		1

Total number of employees participating in  
Security Office training program . . . . . ~~200~~ 98

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